



**Division of Emergency Management  
Homeland Security**

2478 Fairview Drive, Carson City, Nevada 89701  
Telephone (775) 687-0300 • Fax (775) 687-0322 • <http://dem.state.nv.us/>

## Internship Scope of Work

The Nevada Division of Emergency Management (NDEM) Internship Program duties:

- Manage training and preparedness exercises for major natural, man-made or technological disasters and oversee planning, operations, intergovernmental and inter-local agreements, special projects and programs for saving lives, protecting property, preserving the environment, and meeting commitments required for receiving Federal Emergency Management Agency (FEMA) and other funds.
- Organize programs in achieving emergency management goals and objectives to protect lives, property, and the environment; develop strategic plans for long-term needs to ensure the development of continuity of operation plans within State agencies for sustaining services and providing assistance in times of emergency.
- Develop, revise, and review comprehensive state and local emergency/disaster plans.
- Maintain comprehensive emergency management programs that provide for preparedness activities as well as response capabilities; ensure assistance is provided to local governments and other State agencies in sustaining emergency management capabilities.
- Interact with federal, State, and local government officials in negotiating terms and conditions of agreements to ensure cooperation and coordination in developing and/or sustaining programs and functions for emergency management activities.
- Coordinate statewide compliance with National Incident Management System requirements; implement and manage programs for radiological materials transport safety preparedness, resource typing, and uniform credentialing of first responders.
- May be asked to monitor, transmit and/or receive emergency communication messages in the State Emergency Operations Center radio room under the supervision of a licensed radio manager.
- Ensure federal guidelines and requirements are appropriately reflected within grant-funded programs, processes and plans and implemented to achieve desired results. Ensure that appropriate funding levels are established to support programs; prepare, review, submit required fiscal reports and expenditures.
- Perform related duties as assigned.